

## Access to Visitation Grant Program

# RFP CFCC Grant Application for Fiscal Year 2002-2003

### Applicant's Workshop

April 11, 2002 (Superior Court of Los Angeles County) April 15, 2002 (San Francisco, AOC)



## **General Information**

- Approximately \$800,000 available statewide
- Grants up to a maximum of \$80,000 will be accepted for consideration
- Applicants required to provide 15% match
- Grant funding period is from October 1, 2002 to September 30, 2003
- Family law division must administer grant

## General Information (con't)

- Contracts are made with the Superior Courts
- Multi-county collaboration strongly encouraged
- Application Deadline: Friday, June 7, 2002 by 5:00 p.m.
- Late or incomplete applications will be disqualified and not reviewed



## Applicant Eligibility

- Only the superior court can apply
- Nonprofit agencies must apply with local county court
- Funds can only be used on <u>family law cases</u>; not dependency proceedings or cases
- Funds can be used to expand or augment existing programs but <u>not used to supplant existing funding for</u> those programs
- Programs must be incorporated with existing FCS or family court or subcontracted to nonprofit agencies



## **Grant Topics**

- The grant funds can <u>only</u> be used for 3 types of program services:
  - Supervised visitation and exchange services
  - Education about protecting children during family disruption
  - Group counseling services for parents and children

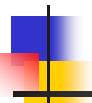


## Letters of Commitment

- Must be on agency letterhead and signed by Executive Director
- Must describe collaborative relationship
- Must describe subcontractors roles and responsibilities
- Clear statement of intent to collaborate

### Review Process

- Proposal will be reviewed by A/V staff for compliance with application instructions and RFP requirements
- Late or incomplete applications will be disqualified and not reviewed
- Selection Review Committee will evaluate, score, rank, and make final funding recommendations to the council's Executive and Planning Committee
- Executive and Planning Committee makes final decision regarding number and amounts of award



## Selection Criteria

- Proposals are scored on a scale of 0-225 points
- Proposals evaluated based on the criteria set forth in the statute
- SRC has the additional discretion to consider funding based on additional criteria



- Geographic location of services
- Compliance with Uniform Standards of Practice
- For Continuation programs:
  - Applicants history of fiscal management and program administration
  - Results program's evaluation plan from FY 01-02
  - Results program's funding development plan from FY 01-02



## New Changes in the Application

- Added training expense category in budget
- Reduction in equipment cost allocation
- Quarterly and annual reports not attached
- Appendix D: Program Work Plan
- Budget forms for court and subcontractors (sample attachment)



## New Changes in the Application

- Amendments to proposal narrative section:
  - Increase in point allocation
  - Program evaluation
  - Ability to expand existing services
  - Cost-effectiveness
  - Budget and budget narrative

## How To Apply

- Review applicant's eligibility requirements
- Review application specified format requirements
- Review the application checklist
- Submit application by deadline date—no fax or email will be accepted under any circumstances
- Submit one original and 6 copies of the proposal/grant application

## Time Table

| April 5, 2002   | Release of RFP and grant application   |
|-----------------|--|
| April 11, 2002  | Applicants' workshop in Los Angeles at the Superior Court of Los Angeles County, 9:30 a.m. to 12:30 p.m.   |
| April 15, 2002  | Applicants' workshop in San Francisco at the AOC, 9:30 a.m. to 12:30 p.m.  |
| June 7, 2002    | Proposals/grant applications due by 5 p.m.   |
| June 27, 2002   | Selection Review Committee (SRC) meeting—SRC evaluates, scores, and ranks the proposals and makes funding recommendations to the Judicial Council's Executive and Planning Committee           |
| July 22, 2002   | Final report pertaining to grant award recommendations due to Executive and Planning Committee   |
| August 7, 2002  | Executive and Planning Committee meeting—the committee reviews SRC funding recommendations and grants awards. The council's Executive and Planning Committee makes the final funding decision. |
| August 23, 2002 | Notification of grant awards   |
| October 1, 2002 | Grant period begins  |
|                 |  |

# Checklist for Application

### CHECKLIST FOR PROPOSAL/GRANT APPLICATION

### **Applicant Court/County:**

|            | i | <u> </u>   |  |
|------------|---|--|--|
| Appendix B |   | Proposal/grant application cover page  |  |
|            |   | Proposal/grant application title page  |  |
|            |   | Proposal narrative (not to exceed 12 pages—this does not include budget information), including each of the following:   |  |
|            |   | Program abstract   |  |
|            |   | <ol> <li>Statement of need</li> <li>Promotion and encouragement of healthy parent and child</li> </ol>   |  |
|            |   | relationships between noncustodial parents and their children while ensuring the health, safety, and welfare of the children   |  |
|            |   | <ul><li>3. Number of counties or regions participating</li><li>4. Availability of services to a broad population of parties</li><li>5. Other program information</li></ul> |  |
|            |   | 6. Coordination with other community services  |  |
|            |   | 7. Hours of service delivery   |  |
|            |   | Program evaluation     Ability to expand existing services   |  |
|            |   | 10. Cost-effectiveness   |  |
|            |   | 11. Budget   |  |
| Appendix C |   | Compliance statement for Uniform Standards of Practice for Providers of Supervised Visitation  |  |
| Appendix D |   | Program work plan  |  |
| Appendix E |   | Letter of commitment from subcontracting partner   |  |
|            |   | Three letters of support   |  |
| Appendix F |   | Applicant court budget form  |  |
|            |   | Subcontractor budget forms   |  |
| Appendix G |   | Certification and assurance forms  |  |
| Appendix H |   | Federal employer identification numbers (FEINs)  |  |
|            |   | Contact persons, telephone numbers, and e-mail addresses   |  |
|            |   | Proof of nonprofit status and mission statement of the agency  |  |



# Uniform Standards of Practice for Providers of Supervised Visitation

- The Judicial Council will not award grant funding to programs that do not meet grant compliance requirements
- Each SV provider must complete the form
- Attach all required program forms

## Program Work Plan

Total Grant Request (including AOC funds and any matching funds):

\*These categories should match those filled out on the budget forms (Appendix F).

## Administrative Court: \_\_\_\_\_\_ Program Title: \_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_ Prepared by: \_\_\_\_\_\_\_

Budget Scheduled Anticipated Number Number of Direct Category\* Date of of Families to Be Service Hours Start Date Project Activity and Description of Task and Cost Completion Served Proposed Quarter 1 2. Quarter 2 Quarter 3 Quarter 4

PROGRAM WORK PLAN

# Applicant Court Budget Form

### Applicant Court Budget Form

| Applicant Court: |       |        |
|------------------|-------|--------|
| Fiscal Officer:  |       |        |
| Name             | Phone | E-mail |

(Please note that there is a 15 percent matching funds requirement.)

| Budget Item  | Budget Requested<br>(from Access to Visitation) | 15% Match Requirement<br>(cash or in-kind) |
|--|---|--|
| Salaries (includes direct wages paid—court staff only)   |   |  |
| Benefits (includes taxes and benefits paid)  |   |  |
| Travel expenses (includes all cost related to travel)  |   |  |
| Training expenses (not to exceed 5 percent of the total program budget requested)  |   |  |
| <b>Equipment</b> (includes costs related to the proposed program)  |   |  |
| Operating expenses (includes<br>supplies, telephone, postage,<br>printing and photocopying,<br>and other program operating<br>expenses)  |   |  |
| Consultants/contract<br>(includes all costs of contracts<br>that are third-party or secon-<br>dary contracts providing<br>services under this contract;<br>use a separate budget form for<br>each such contract) | Specify amount for each subcontractor: \$ \$    |  |
| Other expenses   |   |  |
| Indirect No more than 10 percent of direct salaries  |   |  |

## Subcontractor Budget Form

### Subcontractor Budget Form Page 1 of 2

| Applicant Court:                 |                      |  |
|----------------------------------|----------------------|--|
| Subcontractor Project<br>Budget: |                      |  |
| 3                                | Name of organization |  |

(Please note that there is a 15 percent matching funds requirement.)

| Budget Item  | Organization<br>Budget | Budget Requested<br>(from Access to<br>Visitation) | Other Sources<br>(includes 15%<br>Match Requirement) | Total Project<br>Budget<br>(A+B) |
|--|------------------------|--|--|----------------------------------|
| Salaries (includes direct wages paid)  |                        | ,,   | , ,  |                                  |
| <b>Benefits</b> (includes taxes and benefits paid)   |                        |  |  |                                  |
| Travel expenses (includes all costs related to travel)   |                        |  |  |                                  |
| Training expenses  |                        |  |  |                                  |
| <b>Equipment</b> (includes costs related to the proposed program)  |                        |  |  |                                  |
| Operating expenses (includes<br>supplies, telephone, postage,<br>printing and photocopying, and<br>other program operating expenses)   |                        |  |  |                                  |
| Contractual/Consultants<br>(includes all costs of contracts that<br>are third-party or secondary<br>contracts providing services under<br>this contract; use a separate budget<br>form for each such contract) |                        |  |  |                                  |
| Other expenses   |                        |  |  |                                  |
| <b>Indirect</b> No more than 10 percent of direct salaries   |                        |  |  |                                  |
| Total expense for subcontract (Total program expenses should be listed on the <i>Applicant Budget Form.</i> )  |                        |  |  |                                  |
| Project income   |                        |  | 1  |                                  |

## Subcontractor Budget Form

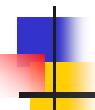
### Sub contractor Budget Form Page 2 of 2

| Subcontractor Project                                   |         |  |
|---|---------|--|
| Budget:   |         |  |
| Name of Organiz   | ition   |  |
| Project Revenue Income List                             |         |  |
| Government (Access to Visitation Grant and other govern | - \$    |  |
| mental funds)   |         |  |
|   | \$      |  |
| Foundations (itemized)                                  | \$      |  |
|   | \$      |  |
|   | \$      |  |
|   | \$      |  |
|   | \$      |  |
| Corporations (itemized)                                 | \$      |  |
|   | \$      |  |
| Individual contributions                                | \$      |  |
| Earned income   | \$      |  |
| In -kind support  | \$      |  |
| Other   |         |  |
| Total   | revenue |  |

| Government (Access to Visitation Grant and ot | her           | \$ |
|---|---------------|----|
| governmental funds)                           |               |    |
| Foundations (total)                           |               | \$ |
| Corporations (total)                          |               | \$ |
| Individual contributions                      |               | \$ |
| Earned income                                 |               | \$ |
| In -kind support                              |               | \$ |
| Other   |               | \$ |
|   | Total revenue | \$ |



- Work from "original" mailed application
- Applicant court and each subcontractor must sign the federal certification/assurances forms (use Appendices G3 and G5)
- Each subcontractor must complete Appendix C
- Subcontractors on page B4 refers to nonprofit and court partners as identified in Letters of Commitment and not mere county relationships



## Important Tips (con't)

- Proposals written as if first time applicant
- Use the same headings as outlined in the proposal application
- Question 7: list agency/subcontractors separately for hours of service delivery
- Provide required attachments and do not include items not requested



### Application Deadline: Friday, June 7, 2002 by 5:00 p.m.

### Mail to:

Judicial Council of California Administrative Office of the Courts Center for Families, Children & the Courts Attn: Shelly Danridge 455 Golden Gate Avenue, 6<sup>th</sup> Floor San Francisco, CA 94102-3660



### **Contact Information**

- Shelly Danridge: 415-865-7565; email at shelly.danridge@.ca.gov
- Youn Kim: 415-865-7568; email at youn.kim@jud.ca.gov
- Check the CFCC Web site for applicant's workshop questions and RFP proposal:
  - htpp://www.courtinfo.ca.gov/programs/cfcc/ resources/grants/a2v.htm